

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: February, 2, 2004

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL - JANUARY REVISION #01-04**

The Internet versions of the Payroll Procedures Manual (PPM) have been updated and replaced with the current PDF versions dated January 2004. The manual can be obtained by accessing the State Controller's Office web site at: <http://www.sco.ca.gov/ppsd/ppm>

Once the PPM is accessed on the web site, there are three versions to choose from: the complete manual, a manual without attachments and a file of attachments only. After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section. The links have partially eliminated the use of the scroll or find feature.

There are two links on the front cover of the PPM that provide instructions for using the Automated List Management System – Majordomo. The first link “How To”, provides instructions for subscribing/unsubscribing to one of the nine distribution lists. Subscribing to one or more of these lists will provide information regarding Personnel and Payroll Letters, the DPA PML's, accounting and/or budget information. The second link, “To Subscribe/Unsubscribe”, provides an e-mail note addressed to Majordomo@srv1.sco.ca.gov for making your request.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF directly to your computer. The instructions for downloading any one of the three versions from the SCO web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm>

Vertical revision bars in the right margins of the manual indicate additions, deletions or changes. Revision bars are not inserted for format and minor grammatical changes. Section/subsection numbers and summaries of the revisions are provided below:

Section D: 201 - Biweekly Pay Period/Deduction Schedule for 2004 – Revised

Section H: 111 - Low Income Tax Exemption – Revised
118 - New York Personal Income Tax Standard Deduction Table – Revised
150 - Earned Income Credit – Revised
158 - Earned Income Advance Payment Formula – Revised
256 - Contribution Rate/Limitation on Deduction – Revised
275 - Contribution Rate/Limitation on Deduction – Revised
316 - Computation – Federal Tax LevyCode339/003 – Revised

Section I: 001 - Accounts Receivable References – Revised

Section N: 127.1 - Awards/Bonuses/Incentives Form W-2 Reporting/Applicable taxes –
Revised

127.2 - Reporting Instructions for Item Code AI – Revised

128 - Bicycle Mileage – Revised

129.1.2 - 2004 FMV, FSMR & compensation for Executive 5 levels – Revised

129.2.2 - 2004 FMV, FSMR – Revised

161 - Transportation Subsidies monthly rates for 2004 Qualified Transportation
Fringe Benefits – Revised

161.1 - Federal Exclusion Rates for 2004 - Revised

161.6.2 - General Information – Revised

171 - Withholding Requirements for New York State Income Tax – Revised

172.1 - STD. 675 Column 9 – Revised

If you have any questions, comments or suggestions to benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or tyarbrough@sco.ca.gov

JRH:TY:CSS